

We look forward to welcoming you to Warwick Conferences

How do I find you?

We are well connected for international and national delegates by rail, road and air:

By Car

The following postcodes will direct you to each venue:

Radcliffe, Scarman, The Slate: CV4 7SH

This postcode directs you to Scarman Road. You'll need to follow directional signage to Lakeside Village. You'll then find signposts for Radcliffe, Scarman and The Slate, which are all directly opposite to each other.

By Rail

Coventry is on the West Coast Mainline and is serviced by regular trains, 7 days a week.

- Birmingham New Street (20 minutes)
- Leicester (62 minutes)
- London Euston (59 minutes)
- London Marylebone (1hr 40m)

There's a taxi rank at Coventry station, a single journey should cost between £10.00 to £15.00, however prices may vary.

By Bus

Local buses offer a frequent and convenient way of travelling to and from campus. There are regular bus services to the University campus from Coventry city centre and Coventry rail station, with the journey taking approximately 30 minutes.

For Scarman or Radcliffe please use 12X and disembark at the Bus interchange.

For information on buses to the University from Coventry bus station (Pool Meadow) or Coventry rail station please see <https://warwick.ac.uk/about/visiting/directions/localbuses>

By Air

Birmingham International Airport is approximately 20 minutes away and connects to many international cities. A taxi from here will cost around £30.00. London Heathrow, London Luton and London Stansted are all less than 2 hours away. East Midlands Airport is less than an hour away. Prices may vary.

Is Car Parking available?

Complimentary car parking is available for all conference delegates at Scarman, Radcliffe and The Slate. The exact location is dependent on the venue you are allocated for your event.

A parking permit is not required when using Scarman, Radcliffe and The Slate, but you will be required to collect an exit code from Scarman/Radcliffe reception prior to departure.

Please Note:

Accessible parking spaces are available in all our car parks. These can be used by Blue Badge holders only.

Further information can be downloaded via our website at www.warwickconferences.com following these links:

<http://www2.warwick.ac.uk/services/conferences/location/>

<http://www2.warwick.ac.uk/services/conferences/location/howtofindus/>

Here you will also be able to access a link entitled 'information for drivers to campus', this includes local traffic news via key websites such as BBC Coventry and Warwickshire, Coventry City Council etc.

My event is at The Slate, where do I park?

Car Parking is available for all delegates attending an event at The Slate. We can make arrangements for additional parking using our non-barriered car parks located on Central Campus. If additional parking is required, your Event Manager will send you a link to our car parking permit website where each individual can register, download and print their own parking permit which must be displayed in the vehicles at all times.

If I have a minibus, 'high sided vehicle' – where can these be parked?

Please let your Event Manager know of your requirements for specific parking arrangements and they will be able to advise where to park.

What time do I 'Check in'/'Check out'?

Delegates are welcome to check in from 15:00. We ask that upon departure delegates vacate their bedroom by 10:00 and settle any charges at reception.

We operate a cashless payment system and we accept all major credit or debit cards with Visa, MasterCard or American Express logo. Reception is manned 24 hours a day.

My residential event is at The Slate; where and how do I check in/check out?

If you have booked accommodation at Scarman or Radcliffe, please check in at that venue prior your event, following the above procedures.

Do you provide luggage storage?

The Reception teams at Scarman and Radcliffe will be happy to store your luggage in their storage facilities. Please speak to a member of the team assistance. There are no luggage storage facilities available in The Slate, therefore please store your luggage at the venue where you will be staying.

Is there food available at the venue?

From Monday to Friday, we serve breakfast daily from 07.00 – 09.30 for overnight delegates accommodated at either Scarman or Radcliffe. On Saturday and Sunday, breakfast is served between 07.00 – 10.00.

Lunch is available both in the restaurant and the bar at each venue from 12.00 – 13.45 and dinner is served in the restaurant each evening from 19.00 – 21.00. If you have catering booked with your event, your Event Manager will arrange catering times with your Event Organiser.

24-hour Room Service is available for all delegates in Radcliffe and Scarman.

Each venue also has a bar serving a full range of beers, wines, spirits and soft drinks for you to enjoy. Bar meals can also be ordered from the Bar Menu. All bars are cashless and will only accept card payment.

I have a particular dietary need – can you manage this?

Please inform you event organiser if you have a specific food allergy or dietary requirement (for example: 14 defined allergies, vegetarian, vegan, halal, kosher etc.). Please notify your Event Manager at least two weeks prior to the event taking place of any dietary requirements to ensure we can accommodate all requests.

Warwick Conferences are committed to the health, inclusion, and wellbeing of all our guests and will work with our customers in the self-management of food allergies.

Warwick Conferences is not an allergen free environment. Our dishes are prepared in areas where allergenic ingredients are present and **therefore cannot guarantee** that any of our food, serving items, utensils or glassware are **free of all allergens**.

To assist us in the management of food for guests with food allergies, we have adopted the following processes around allergy management and would ask for your support to deliver this.

Warwick Conferences will:

- Provide allergen information to the consumer for both prepacked and non-prepacked food and drink. (14 defined allergens)
- Assist guests in identifying reasonable and appropriate self-management strategies such as the provision of information for dealing with food allergies in our venues.
- Handle and manage food allergens effectively in food preparation.
- Where informed in advance, prepare dishes that do not contain certain allergenic ingredients as intentional ingredients.

For Organisations/Groups/Individuals we ask you to:

- Identify group members/yourself as having a food allergy and be aware of the nature of them.
- Notify Warwick Conferences of the nature of the allergy at the time of booking and identify reasonable strategies to manage the food allergy with Warwick Conferences.
- Ensure appropriate medications and/or rescue treatments are always carried.
make sure all medications and prescriptions are up to date.

Is there Wi-Fi?

It goes without saying that our Wi-Fi is complimentary and can easily be accessed via the Warwick Guest network. Please check the details online via this link

<http://www2.warwick.ac.uk/services/conferences/guestinfo/wifi-business-centres/> or contact Reception.

What is included in my bedroom?

Our venues offer hotel-styled en-suite bedrooms and feature a study desk area, telephone, television, radio alarm clock, tea/coffee making facilities, hairdryer, fresh towels, toiletries and an iron/ironing board.

If there is anything else you may need, then just contact Reception who will be happy to help. Executive bedrooms and VIP packages may be available. Please check with your Event Manager.

Do any of the venues have lifts?

Scarman and Radcliffe both have lifts to upper floors.

Are the venues accessible to all?

Our venues have step-free access to all spaces, wide electronic doors, flashing fire alarms and accessible parking. We also have bedrooms with wheelchair accessible bathrooms and portable hearing loops. More information can be found on <https://warwick.ac.uk/services/conferences/aboutus/accessibility/>

Do you have any business facilities?

Scarman and Radcliffe each have a dedicated business centre, all with PC's equipped with the latest software. You'll have access to internet free of charge. For any printing, faxing or photocopying services there may be a small fee, please check this with our reception teams. Please obtain a login code from Reception.

What about sports facilities?

You can make use of the cutting-edge free sports and swimming facilities located at the Sports Centre on the University campus, if you require further information just ask reception.

What is there to do in the local area?

- Warwick Arts Centre is situated on Central campus and houses cinemas and theatres showing various shows and performances. More information on <https://www.warwickartscentre.co.uk/>
- You will find bikes for hire on Central campus – a great way to see the local area. See the website or more information <http://www2.warwick.ac.uk/about/environment/transports/cycling/uni-cycles>
- Coventry city centre is only four miles away and Warwick, Warwick Castle, Coventry Cathedral, Stratford Upon Avon and Leamington are nearby.